**Workflow**

When establishing the cataloguing workflow, the team took a number of issues into account, which will be elaborated on in this section. First and foremost, the team recognised that it is important that the cataloguing workflow demonstrates best practice (Libraries Australia, n.d.). It needs to be effective and efficient, in order to ensure a quality service for library patrons. Equally, the team recognised the limitations of the resources available to the library, such as staffing and budgets, and how these will affect workflow. As such, it is important to strike a balance between these two things: to ensure a consistent and quality service for patrons, while not over-stretching the resources available to the library.

To establish best practice, the requirements for cataloguing ‘have to be clear and well documented’, so that staff will know exactly ‘what they are expected to achieve and be committed to that’ (Libraries Australia, n.d.). What also needs to be clearly established is how staff will be co-ordinated within this workflow, and at what stages of this workflow they will be involved. In large libraries, workflow tasks are often divided up between acquisitions staff and technical services staff. However, at the school library we are investigating, there is only one full-time librarian, one full-time library assistant, and two part-time student shelvers. Due to the low numbers of staff, the team proposes an integrated workflow, where acquisitions and technical services duties are carried out by the one full-time librarian. We also propose that the library assistant be trained into performing these duties, so that in times of increased acquisition, he/she can provide greater assistance in the cataloguing workflow.

Table 1. Cataloguing Workflow.

|  |  |
| --- | --- |
| **1. Receive resources from supplier** | |
| **2. Search Local Catalogue** | |
| If found | Add holding in local system. Skip to stage 4. |
| If not found | Search Worldcat |
| **3. Search Worldcat** | |
| If found | Add holding online and download record to local system |
| If not found | Clone an existing Worldcat record |
| If no existing record is found | Put item aside for two weeks, then search again |
| If no existing record is found after two weeks | Create original catalogue record on Worldcat. Add holding online and download to local system |
| **4. Customisation & End Processing** | Add location information to MARC field 852.  Attach barcode, spine label and red tape. |

As the collection is made up of items that are popular and mass-produced, it is envisioned that cataloguing processes can be done through more automated copy-cataloguing processes, and that there will not be much need to create original catalogue records. Overall, it is envisioned that the library should be able to achieve an 80-95% copy-cataloguing hit rate for new acquisitions (Libraries Australia, n.d.). The cataloguing process is set out in table 1. After receiving resources from the supplier, the cataloguer will search for the relevant catalogue record on the local library database. If it is not found here, the cataloguer will search the Worldcat database, which is available on the OCLC Connexion platform. If found, the holding is to be added online, and the record downloaded to the Koha LMS. If the exact record cannot be found, the cataloguer can clone from an existing record on Worldcat. If both the local library system and Worldcat do not have a relevant record, the item can be put aside for a week, after which time a Worldcat record may have been created. After two weeks, if a Worldcat record has still not been created, an original catalogue record should be made. This will stop a backlog of un-catalogued items being created.

Two elements of customisation will need to be added once the record has been downloaded to the LMS. In the MARC record, the *Location* field 852 will need to be included, and the collection name entered ($b Teen fiction), so that library patrons will know that the item is shelved in a separate location. As part of end processing, the librarian will also attach the circulation barcode and create the spine label (SCIS, 2011). The team also proposes that red tape be put on the spine of Teen Fiction items, so as to visually differentiate the books from the general library collection.

**Bibliography:**

Libraries Australia. (n.d.). *Cataloguing Workflows Options For Australian Libraries.* Canberra, Australia:National Library of Australia. Retrieved 3 April 2012 from <http://www.nla.gov.au/librariesaustralia/services/cataloguing/workflows/>

SCIS. (2011). *Schools Catalogue Information Service Web Manual–Cataloguing Workflow*. New South Wales: Education Services Australia. Retrieved 3 April 2012 from <http://www2.curriculum.edu.au/verve/_resources/SCISWeb_Manual_Workflow.pdf>

**Website References**

OCLC Connexion - <http://connexion.uk.oclc.org/>